



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSSENHEIMER
EXECUTIVE DIRECTOR

January 4, 2016

Dear Grantee, Stakeholder, and/or Partner:

As the New Year begins there will be some significant changes taking place. Effective January 19, 2016, the majority of the MSHDA and MEDC Community Development staff will be merged together under the Michigan Strategic Fund (MSF) in a new group called the Collaborative Community Development (CCD) team. The staff will be located on the second floor of the MEDC Building, 300 North Washington Square, Lansing MI 48913.

What does this mean for your current open grants?

The current staff assigned to administer your open CDBG, HOME, NSP and HDF grants will be changing.

- Carolyn Cunningham will continue to be the lead for current MSHDA Housing CDBG grants at the MEDC building along with her team Catherine Costello, Kelly Gram, Louis Vinson, and Shawne Haddad.
- Tonya Young will be the lead for current HOME and NSP grants at MSHDA along with her team Tracey Barnes, Vanessa Gillespie, and Diane (Karkau) Miller.
- Jess Sobel and Odessa Carson will be responsible for administering all MSHDA Housing Development Fund (HDF) grants and Technical Assistance (TA) contracts.
- Below is an alphabetical list of staff that are relocating to the MEDC Building:

Boone, Betty	Dubay, Sharon	Korp, Amy	Snell, Judith
Borgstrom, Joseph	Edmonds, Lisa	Krizov, Laura	Tischler, James
Brown, Nicol	Espinoza, James	Laperriere, Lori	Vinson, Louis
Carolyn Cunningham	Franke, Lynda	Neumann, Deborah	
Cassidy, Sharon	Gardner, Julie	Odom, Emanuel	
Costello, Catherine	Haddad, Shawne	Pantera, Emily	
Davis, James	Hoszkiw, Brittney	Petz, Emily	
Devries, Susan	King, Tiffany	Schoenherr-Gram, Kelly	



What immediate impact will this transition have on my grant?

All Grantees:

All outstanding payments and/or amendments will need to be submitted no later than **January 11th at noon** in order for them to be processed by current staff via the current approval process. After January 11th, no additional payments will be processed and no reimbursement checks issued until February 1st to allow for OPAL approvals and check processing changes to be made.

CDBG Grantees:

As project oversight transitions from MSHDA to the CCD team, grantees should be aware of a few changes that will take place in the immediate future. Grantees should know that there is no current plan to move open grants with signed agreements out of OPAL. The OPAL system will still be used largely, as it has been, with regards to grantee access and submission of payment requests and reports for existing grants.

1. **Advances** – In the past, MSHDA provided advances on grant funds. The money being advanced to the grantees was from MSHDA's operating funds. Due to the transition to the CCD team, advances will not be available in the future. If grantees have cash flow concerns they should work with the CCD housing staff to develop strategies to minimize the effect of this change.
2. **Vendor Registration** – In the past grantees have received paper checks from MSHDA. As of February 1, 2016, all payments will be processed through the Michigan Department of Treasury and all grantees will need to have a current vendor registration established in the State's accounting system MAIN. It is preferred that your registration include an option to do electronic funds transfer (EFT). If a grantee has multiple mail codes associated with their vendor number in MAIN (as many do), providing the 3 digit mail code will help clarify which account the funds will be deposited. Please see the attached note "Receiving Payments from the State of Michigan" for instructions on updating your vendor registration in MAIN.
3. **Review of Payment Requests** – As the transition moves forward, there will be a shift in the timing and required backup documentation for payment requests. Grantees who have received MSHDA CDBG funds and MEDC CDBG funds in recent years will already know that MSHDA's general practice is to review backup documentation during monitoring, while the MEDC requires the documentation be provided with payment requests. Grantees should be aware that additional documents may be requested earlier in the process, and that additional guidance on what to submit with payment requests will be provided in the spring of 2016.

Will anything change regarding your existing grant?

Other than the changes outlined above there are no immediate plans to change the processes and procedures for administering existing CDBG housing grants. However, we do anticipate converting from OPAL to MATT 2.0 in 2016, and will keep you informed as the timeline on this software conversion is finalized.

What is the status of the applications submitted in the recent funding round?

Currently we are obtaining approvals to initiate MSHDA Grant Agreements. Once approvals are secured and all outstanding issues are addressed, we will be issuing all Grant Agreements no later than January 12, 2016 for local approval and signatures.

Who should you contact if you have any questions?

If you have questions regarding your current grants, please contact your current CDS through January 14, 2016. After January 14, 2016, please direct your calls to:

Carolyn Cunningham - CDBG Housing (517) 420-5182 or cunninghamc5@michigan.org

Jess Sobel - HDF & Technical Assistance (517) 241-0453 or sobelj@michigan.gov

Tonya Young - HOME and NSP (517) 335-4337 or youngt4@michigan.gov

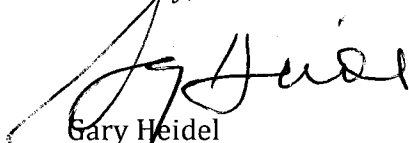
Transitioning MSHDA staff e-mail addresses and phone numbers will be provided in the near future.

Note: The CDD Mailbox will remain operational and all housing program related correspondence can continue to be sent directly to cddmailbox@michigan.gov

A Regional Meeting will be held in February to provide additional information regarding the grant implementation and completion process and to answer any questions regarding the transition. Additional details regarding the meeting date and location will be sent to you shortly. We are trying to secure a location with a satellite link so everyone can participate either in person or remotely.

We are very excited about the upcoming changes and believe that they will help make the State of Michigan's program offerings more effective and streamlined in the years to come!

Sincerely,



Gary Heidel
Chief Placemaking Officer

Attachment

Receiving Payments from the State of Michigan

Before a payment request is submitted the UGLG must be registered as a vendor for the state of Michigan.

Directions for registering:

- Go to the Vendor/Payee webpage, www.michigan.gov/cpexpress
- Click on the green C&PE arrow
 - o Register as a state vendor
 - o Register to receive payments via EFT (per State of Michigan Public Act 533 of 2004)

PLEASE NOTE: Do not log out of the registration system until you enter all three of the following:

- Complete address, contact person and telephone information
- W9 information
- Financial institution and account information (For required EFT payments)

The same website can be used to edit or add vendor information like changing the address or setting up a new bank accounts. **If your community has more than one vendor mail code, or if you wish to have CDBG funds deposited to a specific account please inform your program specialist which mail code to use on payments.**